REQUIREMENTS FOR DIGITAL SUBMISSION OF FINAL PLAT

Coconino County
G.I.S. Department

INTRODUCTION

Coconino County subdivision ordinance was amended in March 2001, to include digital submission of approved subdivision plats and survey plans during recordation. The primary function of this document is to provide digital submission standards, procedures and requirements.

Coconino County, in the interest of record automation, is now requesting that approved survey plans, including survey plats, be submitted in digital format. The County's G.I.S. Department (Department) is creating a Parcel GIS database by converting hardcopy survey plans and legal descriptions into a digital GIS format. The digital submission of the subdivision plats and other survey plans will significantly cut back GIS processing time to update the Parcel GIS database. The digital copy submission will provide economies in maintaining an accurate countywide parcel base map in geographic information systems (GIS).

Digital submission of final subdivision plats is mandatory as is digital submission of land divisions when registered land surveyors are utilized to prepare the land division applications.

SUBMISSION REQUIREMENTS

Applicants recording final plats for subdivision at the Recorder's office must provide, along with other documents, a digital copy of the proposed subdivision plat. The digital copy submission will not substitute for any contents of final plat listed in Section 4.7 of the county subdivision ordinance.

Specific Digital Submission Requirements

In addition to the current hard copy submission requirements, the following is required:

1. Digital files should be submitted in DXF, DWG, or GIS shapefile/coverage format using the accompanying form. The submission may be made in person or online. *(See Appendix A: Digital Survey Plan Submission Form.)*

2. The DXF file will have nine required features. It is highly recommended to provide each required feature in a separate layer. *(See Appendix B: CAD feature requirements.)* **Omit the features that do not apply to a plan.**

3. If projected, the projection should be in Arizona State Plane Coordinate System *(See Appendix C: Projection Parameters.)*

4. Indicate whether the submission is tied to control, and to which control.

5. File name should comply with a county file naming convention *(See Appendix D: File Name Convention.)*

Methods of Submission

    A. In-person

       Digital files can be submitted in-person at the time of recordation on a CD or Floppy disk. The files need to be submitted with the accompanying Digital Survey Plan Submission Form. Digital plans or plats submitted on a disk will be sent to the G.I.S. Department with the submission form by the end of the next business day.

    B. On-line (preferred method)

       The files can also be submitted over the Internet on the County's web site at http://www.coconino.az.gov/gis/SurveyUpload.asp. The Digital Survey Plan Submission Form will need to be completed online and the files will be uploaded once the form is completed and submitted. Once the file has been received, an email confirmation will be sent to the applicant, which can then be used to submit to the Recorder's Office at the recording stage. If the email receipt is not received within 48 hours during the normal business week, please call G.I.S. Department at 928-779-6625 or email at gis@coconino.az.gov.

QUESTIONS

If you have any question regarding the submission of subdivision plat or survey plans in digital format, please phone 928-779-6625.

Appendix A: Digital Survey Plan Submission Form
Some of the fields in the form may not apply to every plan.
Omit the fields that do not apply to a plan.

<u>Coconino County - Digital Submission of Survey Plan</u>

Attn: G.I.S. Department
Via The Recorder's Office
110 E. Cherry Avenue
Flagstaff, AZ, 86001

DATE

Company:	Contact name and phone number:

Email:

Plan Type:	**Subdivision**	**Split**	
File Name:			
File Type:	**DWG**	**DXF**	**Shapefile (ESRI)**　**Coverage (ESRI)**　**Other (please specify)**

Type of Survey:

Subdivision Name:	Phase:

Legal Description:

Sec.:	Twp.:	Rge.:

Projection, if any:

Tied to Control:　　Y　N
　　If yes, identify the control:

Point(s) of reference to local coordinates: Y　N
　　If yes, identify the point on the plan and provide coordinates:

Check the layers included in the file:
_ Parcel_line　　　　　　_ Lot_line　　　　　　　　_ Road_name
_ Parcel_number　　　　 _ Lot_number　　　　　　　_ Road_centerline
_ Parcel_dimension　　　 _Lot_dimension　　　　　　_ Easements
_ ROW

APPENDIX B: CAD FEATURE REQUIREMENTS

FEATURE DESCRIPTION	LAYER NAME
Parcel Line	parcln
Parcel Number	parcnum
Parcel Dimension	parcdim
Lot Line	lotln
Lot Number	lotnum
Lot Dimension	lotdim
Road Centerline	rdctrln
Road Name	rdname
Right of Way	row
Easements	easement

APPENDIX C: PROJECTION PARAMETERS

Projection: State Plane
Units: Meters or Feet
Zone Name: Arizona Central
Zone Number: 3176
FIPSZONE: 202
Datum: NAD83
Spheroid: GRS1980

Appendix D – File Name Convention

1. If book and page are known:

    File Name = b*Book#*m*Map#*.extension
    Example: if a DXF file contains book 403 and map 4 then
    File name = b403m04.dxf

    For maps with multiple sheets, add sheet number after the map number, e.g., b403m042, where 2 indicates the sheet number.

2. If book and page are not known:

    File Name = SubdivisionName_unit/phase.extension
    Example: if a DWG file contains subdivision Mogollon Ranch Unit 2 then
    File name = mogollonranch_unit2.dwg

3. If no. 1 and 2 do not apply:

    File Name = ownername.extension
    Example: joesmith.dwg